FCI Forrest City, Arkansas

Institution Supplement

Number: FOR 5267.08-06 Date: April 13, 2004

Subject: Visiting Regulations

1. **PURPOSE AND SCOPE**. To establish procedures to allow inmates to receive visits and to provide a visiting area.

2. **PROGRAM OBJECTIVES**. To establish visiting regulations which will be conducted and supervised in such a manner as to contribute to good public relations, provide a relaxed atmosphere, and maintain the security of the institution.

3. **DIRECTIVES AFFECTED.**

A. Directives Rescinded:

FOR 5267.08-05, Visiting Regulations, dated May 10, 2002.

B. Directives Referenced:

Program Statement 5267.08; Visiting Regulations, May 17, 1999.

- 4. **STANDARDS REFERENCED.** None.
- 5. **VISITING FACILITIES.**

A. F.C.I. Visiting Room:

- 1. An area within the secure perimeter of the F.C.I. has been designated as the visiting room. This area has a rated capacity of 259 persons. The area provides access to an uncovered patio available for visiting, as well as, providing vending machines. A parenting room is available for use when scheduled parenting classes are being held.
- 2. The Visiting Room and all adjacent areas are designated as "No Smoking" areas.
- 3. The patio will be closed during hours of darkness and inclement weather. The patio will only be opened when sufficient staffing is available for supervision.
- 4. Vending machines are available in the visiting area for visitor's use. Inmates may consume vending machine items;

however, they are not permitted in the immediate area of the machines. When vending machines are being replenished no visitor traffic to the vending area is permitted.

B. F.P.C. Visiting Room:

- 1. An area within the F.P.C. has been designated as the visiting room. This area has a rated capacity of 156 persons. The area provides access to vending machines. A parenting room is available for use when scheduled parenting classes are being held.
- 2. The Visiting Room and all adjacent areas are designated as "No Smoking" areas.
- 3. Vending machines are available in the visiting area for visitor's use. Inmates may consume vending machine items; however, they are not permitted in the immediate area of the machines. When vending machines are being replenished no visitor traffic to the vending area is permitted.

6. VISITING TIMES, FREQUENCY, AND NUMBER OF VISITORS.

A. F.C.I. Visiting Hours:

- 1. Visiting is permitted on Fridays, Saturdays, Sundays, and all federal holidays. Friday visiting hours are scheduled from 2:00 p.m. to 8:00 p.m. Saturdays, Sundays, and federal holidays visiting is scheduled from 8:00 a.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 1:45 p.m. on week nights or 7:45 a.m. on weekends or holidays.
- 2. Each inmate will be permitted five (5) visiting points per month. One point will be assessed for each visit, i.e., should an inmate receive a visit in the morning and then receive another visit in the afternoon, he will be charged two visiting points for the day.
- 3. Each inmate is limited to four (4) adults visitors; five (5) children. Prior approval for additional children must be approved thru unit team. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.
- 4. Visitor processing will cease thirty (30) minutes prior to the count and again thirty (30) minutes prior to the close of visiting hours.

5. Visitors entering the institution are subject to random I-on testing. Purpose is to detect the introduction of illegal drugs by inmate visitors. Only inmate visitors (excluding attorneys) on an inmate's approved visiting list will be tested. Staff or staff property, volunteers, contractors, at no time will be searched or scanned.

B. F.P.C. Visiting Hours:

- 1. Visiting is permitted on Saturdays, Sundays, and all federal holidays. Saturdays, Sundays, and federal holidays visiting is scheduled from 8:00 a.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 7:45 a.m.
- 2. Each inmate is limited to four (4) adults visitors; five (5) children. Prior approval for additional children must be approved by the unit team. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.
- 3. Visitor processing will cease thirty (30) minutes prior to the count and again thirty (30) minutes prior to the close of visiting hours.

7. REGULAR VISITORS.

Refer to Program Statement 5267.06, Visiting Regulations, dated April 14, 2003, for approval of regular visitors.

Friends and Associates will be approved for visiting privileges only if they had an established relationship with the inmate prior to the inmate's incarceration.

Visitors are not permitted to be on visiting lists of inmates in both the F.C.I. and the F.P.C. The exception to this would be for immediate family members only. Inmates are allowed a maximum amount of 30 visitors on their approved visiting list.

8. SPECIAL VISITS.

- A. Regular Special Visits: Special visits from members of the general public who are not on the inmate's approved visiting list may be approved in advance and in writing by the Warden. This may include previous business associates, family members who are not on the regular visiting list, and friends who have not been placed on the visiting list, etc.
- B. Special Religious Visits: Special visits of a religious nature will require the advance approval of the Chaplain prior to the

Warden's written approval.

- C. Attorney Visits: Special attorney visits will be coordinated through unit staff. Unit staff will schedule and provide supervision of attorney visits during non-visiting hours. Legal documents must be approved by the unit staff member prior to the legal visit. A unit staff member will count, inspect for contraband, and hand carry all legal documents into the Visiting Room. The documents will also be counted and inspected by a unit staff member at the conclusion of the visit.
- D. Consular Visits: Special Visits from members of an inmate's Consulate must be pre-approved through the Unit Team and signed by the Warden. The visit will normally be set for non-visiting hours and will be supervised by a member of the Unit Team.
- **E.** A special visit, which occurs during other than regularly scheduled visiting hours, may be limited to one hour and will be supervised by unit staff.

F. Hospitalized inmates:

- 1. Inmates housed in the Health Services Unit: Inmates who are housed in the Health Services Unit may be granted visiting after consultation with the Clinical Director, Health Services Administrator, and the Captain. The visit may be limited to a specific time frame as well as, location.
- 2. Inmates hospitalized in outside medical facilities: Inmates who are hospitalized in outside medical facilities may receive visits. The visit will be pre-approved by the Warden. Visiting will be limited to the inmates immediate family and will be subject to the medical center's visiting policies.

9. VISITING RULES.

A. Visitors:

1. Entrance Procedures:

a. A Notification to Visitor Form (BP-224) will be completed by the visitor and submitted to the Front Lobby Officer. The Front Lobby Officer will verify each visitor's identity by a photo identification (e.g., driver's license, passport, etc.). The photo identification card will be retained by the visitor for re-identification when exiting. If a visitor has no photo identification he/she will not be admitted into the institution. The

visitor will sign the Inmate Visitor Log Book. The visitor will submit to a metal detector scan and a search of personal items being brought into the institution. Prior to entering the institution each visitor will have their hand stamped with ultra violet ink. This stamp will be checked by the Control Center Officer and a Visiting Room Officer upon entering and exiting the institution. All inmate Visitors will be escorted to and from the Visiting Room by institution staff.

- b. Children under the age of 16 must be accompanied by a parent, legal guardian or immediate family member of at least 18 years of age. Proposed visitors who are 16 years of age and are not accompanied by a parent, legal guardian, or an immediate family member of at least 18 years of age, must have the written approval of a parent or legal guardian prior to visiting. All documentation will be processed through the Unit Team prior to the visit.
- c. Any visitor who enters the institution must advise the Front Lobby Officer of any communicable diseases carried by any particular individual, e.g., measles, chicken pox, body lice, etc. Failure to do so may result in termination of the visit.
- 2. Visitor Attire: Visitors entering the institution are required to be appropriately attired. All visitors must adhere to the following dress code. Casual attire is permissible, but clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be permitted in the institution. Admittance of the visitors is up to the discretion of the Front Lobby Officer, Visiting Room Officers, Lieutenants, and/or the Institution Duty Officer. The following is a list of clothing that is NOT permissible:
 - a. No clothing made from "see-through" material; including lace;
 - b. Sleeveless shirts may be worn, although an outer garmet must be worn in the visiting room, blouses, or dresses;
 - c. No shirts, blouses, or dresses that reveal the stomach, back, or thigh. To include tank tops, halter tops, crop tops, etc.;
 - d. No skirts, split skirts, dresses, or shorts more than three inches above the knee;
 - e. No tight fitting shorts or pants. To include stretch pants, Spandex, etc.;
 - f. No swim suits;
 - q. No hats. Exceptions will be made for traditional

religious head wear, i.e., kufi, yarmalac, tam, etc.;

- h. No camouflage clothing;
- i. No khaki colored clothing; shirt and pant combination
- j. No sweat suits, i.e. cotton type warm-up suits, or athletic wear;
- k. No sunglasses.
- 3. **Personal Items:** A small clear plastic purse will be utilized to carry authorized items into the institution. Items not authorized to be carried into the institution can be secured in the provided lockers. The following items are authorized to be carried:
 - a. Currency. American dollars in denominations of five (5) and one (1) dollar bills and change. These can be used in the vending machines;
 - b. Diapers, formula, baby food (commercially sealed), and one (1) blanket, necessary for an infant, but, only in an amount which can be used during the length of the visit;
 - c. Life sustaining medications, i.e., Nitroglycerin tablets, inhalers, etc.

The following items will **NOT** be permitted to enter the institution:

- a. Strollers or baby carriers;
- b. Baby powder or creams;
- c. Food or drinks;
- d. Candy;
- e. Tobacco products;
- f. Matches or lighters;
- g. Toys or games;
- h. Photographs;
- i. Personal or business papers;
- j. Writing implements;
- k. Medications. Except as noted above;
- Animals. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g., seeing eye dogs for the blind, will be authorized;

B. Inmates:

1. Entrance procedures.

- a. F.C.I. entrance procedures.
 - 1. Once an inmate has been identified as receiving a visit, the Visiting Room Officer is to contact the

Unit Officer to inform the inmate of the visit. During normal work hours the Visiting Room Officer is to contact the Detail Supervisor to notify him of the visit. The Detail Supervisor will contact the Unit Officer prior to releasing an inmate to return to his unit to prepare for a visit. Should either the Unit Officer or the Detail Supervisor be unable to notify the inmate, the Visiting Room Officer is to have the inmate paged. Visiting Room staff are to attempt to notify the inmate as soon as possible; however, ultimately the inmate is responsible for making himself available for visiting.

- 2. Inmates are to report to the Visiting Room's Compound door. Once Visiting Room Staff have verified the inmate is awaiting a visit he will be allowed to enter the Visiting Room's Search Area. Inmates will be identified with his Commissary Card. Inmates will be pat searched at a minimum prior to entry and random visual searches shall be conducted. The inmate will report the Visiting Room Officer's desk and surrender his Commissary card.
- 3. Inmates will be identified prior to their visitors exit with the Commissary card and escorted to the Visiting Room Search area. Inmates will be visually searched prior to departing the Visiting Room.
- b. F.P.C. entrance procedures.
 - 1. Once an inmate has been identified as receiving a visit, the Visiting Room Officer is to contact the Unit Officer to inform the inmate of the visit. Should the Unit Officer be unable to notify the inmate, the Visiting Room Officer will page the inmate. Visiting Room staff are to attempt to notify the inmate as soon as possible; however, ultimately the inmate is responsible for making himself available for visiting.
 - 2. Inmates are to report to the Visiting Room's Compound door. Once Visiting Room Staff have verified the inmate is awaiting a visit he will be allowed to enter the Visiting Room's Search Area. Inmates will be identified with his Commissary card. Inmates will be pat searched prior to entry.

The inmate will report the Visiting Room Officer's desk and surrender his Commissary card.

3. Inmates will be identified prior to their visitors exit with the Commissary card and escorted to the Visiting Room Search area. Inmates will be pat searched prior to departing the Visiting Room, with random visual searches of inmates being conducted.

2. Inmate Attire:

- a. Inmates will be dressed in an institution issued khaki uniform. Shirts will be tucked at the waist at all times while in the visiting room.
- b. Inmates will be allowed to wear institution boots or personal work boots purchased at this facility.
- 3. **Personal Items:** Inmates may enter the Visiting Room with only the following personal property:
 - a. plain wedding band;
 - b. religious medallion;
 - c. eyeglasses;
 - d. eyeglass case;
 - e. handkerchief;
 - f. comb;
 - q. life sustaining medication;
 - h. approved religious head wear.

Institution coats maybe worn to the Visiting Room, however, they will be stored in the search area.

No personal items are to be held in the search area for inmates during visiting hours. Inmate are to return all unauthorized items to their unit prior to entry.

An inmate may not return to the compound with property which was not declared prior to entry and recorded by the Visiting Room Officer.

C. Visiting room rules.

 A kiss and embrace at the beginning and at the end of a visit, is authorized. Hand holding is the only other form of physical contact allowed during a visit. The inmate's hands must remain in plain view of Visiting Room staff at all times.

- 2. All visits are supervised visually. Any apparent violation of institution regulations by the visitor and/or inmate may result in the termination of the visit.
- 3. The visiting room and outside visiting patio areas are designated as "No Smoking" areas.
- 4. The Duty Officer or Operations Lieutenant is authorized to terminate visits due to overcrowding (rated capacity of the F.C.I. Visiting Room is 259 and rated capacity at the F.P.C. is 156) or for improper conduct, including the violation of any rule or regulation by the inmate or his visitors. Prior to terminating visits for overcrowding a request for volunteers to leave should be made. The frequency of visits and distance traveled should be considered when terminating a visit due to overcrowding. Should all factors equate, visits should be terminated on a basis of first to enter, first to leave.

10. VISITS TO INMATES NOT IN GENERAL POPULATION STATUS.

- A. Separation Cases: Any inmate who has a need for separation from the inmate population will receive his visit in an area that will be designated by the Captain. This type of visit will not exceed a one (1) hour period and will be closely supervised by a staff member.
- B. Special Housing Unit (SHU): Inmates housed in the SHU will normally receive their visitors in the Visiting Room during regularly scheduled visiting hours. They will be dressed in the designated SHU jumpsuit and seated directly in front of the Visiting Room Officer's console. Inmates in this status are to remain seated at all times while in the Visiting Room except when terminating their visit or when utilizing the inmate restroom. A SHU inmate's visit will be terminated thirty (30) minutes prior to the end of regularly scheduled visiting hours.
- 11. OFFICE OF PRIMARY RESPONSIBILITY. Correctional Services.
- 12. **ATTACHMENTS**.

Attachment A - Visiting Rules and Regulations

13. OTHER. This institution supplement will be translated into Spanish.

Cole	Jeter,	Warden
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Federal Correctional Institution Forrest City, Arkansas Visiting Information

This attachment is provided as a general guideline for inmate visitors to the Federal Correctional Institution in Forrest City, Arkansas. This attachment does not cover all situations or rules, but, does issue general regulations which must be adhered to. All visitors to the institution are subject to the Rules and Regulations as provided for under Title 18, U.S. Code, Section 1001.

The Federal Correctional Institution in Forrest City, Arkansas is located approximately three (3) miles from the town. Directions to the institution:

From Interstate 40

Exit at Exit 241-A (Highway 1 South) ** Caution I-40 Westbound- this exit is a very sharp 360 degrees to the right.

Follow State Highway 1 south into Forrest City to Broadway Street /Highway 70 (stoplight). First National Bank of Eastern Arkansas is on the right corner. Turn right onto Broadway. Follow street around s-curve (under railroad crossing) and continue westerly. Slow down at large flag pole with U.S. Flag at Boarshead Meat Company (right side of street). You will come to a green road sign on the right stating "Federal Correctional Institution". This is a T-intersection. Turn left after the road construction (Yocona Road). Go 1 mile to first street sign on left (brick church on corner). Road (SFC) 806, re-named as Dale Bumpers Road. The FCI-Low is at the first parking lot on the left (visitors park on the right portion of the lot). For the Satellite Prison Camp (SPC) -Minimum, continue straight toward camp administration building. Parking lot is just before the building.

From State Highway 1

South going North:

Proceed into Forrest City. Once you pass over the railroad tracks, the first stoplight will be Broadway Street / Highway 70. There is a small vacant lot / park on the left corner. Turn left. Follow street around s-curve (under railroad crossing) and continue westerly. Slow down at large flag pole with U.S. Flag at Boarshead Meat Company (right side of street). You will come to a green road sign on the right stating "Federal Correctional Institution". This is a T-intersection. Turn left after the road construction (Yocona Road). Go 1 mile to first street sign on left (brick church on corner). Road (SFC) 806, re-named as Dale Bumpers Road. The FCI-Low is at the first parking lot on the left (visitors park on the right portion of the lot). For the Satellite Prison Camp (SPC) -Minimum, continue straight toward camp administration building. Parking lot is just before the building.

North going South:

Traveling south, go under I-40 and proceed into Forrest City to Broadway Street /Highway 70 (stoplight). First National Bank of Eastern Arkansas is on the right corner. Turn right onto Broadway. Follow street around s-curve (under railroad crossing) and continue westerly. Slow down at large flag pole with U.S. Flag at Boarshead Meat Company (right side of street). You will come to a green road sign on the right stating "Federal Correctional Institution". This is a T-intersection. Turn left after the road construction (Yocona Road). Go 1 mile to first street sign on left (brick church on corner). Road (SFC) 806, re-named as Dale Bumpers Road. The FCI-Low is at the first parking lot on the left (visitors park on the right portion of the lot). For the Satellite Prison Camp (SPC) -Minimum, continue straight toward camp administration building. Parking lot is just before the building.

From Saint Louis, Missouri, travel I-55 south to West Memphis, Arkansas, and exit at I-40 West towards Little Rock, Arkansas. Memphis is approximately 35 miles east of Forrest City.

Little Rock is approximately 90 miles west of Forrest City on I-40.

The area is served by two International Airports, one in Little Rock, Arkansas, approximately 90 miles from Forrest City, and Memphis, Tennessee, approximately 45 miles.

Greyhound Bus Lines provides service to the city and four taxi cab companies operate locally.

Visitors are to utilize the designated visitor parking areas. Vehicles must remain locked at all times. Non-visitors may not remain in a vehicle and must leave the institution grounds. Walking about institution grounds is prohibited by visitors. Return trips to a vehicle after completion of a Notification to Visitor form is prohibited and returning to a vehicle will constitute the termination of the visit.

The F.C.I. visiting room is located within the secure perimeter of the institution. The F.P.C. visiting room is located just inside of the main entrance. The F.C.I. has rated occupancy of 259 people. This limit includes the outside patio area and the Parenting Room. The F.P.C.'s rated capacity is 156, to include the parenting room. Both, the F.C.I. and the F.P.C.'s visiting rooms and all adjacent areas are designated as "No Smoking".

The F.C.I.'s outside patio will be closed during hours of darkness and inclement weather. The patio will only be opened when sufficient staffing is available for supervision.

Vending machines are available in both the F.C.I. and the F.P.C. visiting rooms, for visitor's use. Inmates may consume vending machine items; however, they are not permitted in the immediate area of the machines. When vending machines are being replenished no visitor traffic to the vending area is permitted.

Visiting hours are scheduled for the F.C.I. on Fridays, Saturdays, Sundays, and all federal holidays. Visiting hours for the F.P.C. are scheduled for Saturdays, Sundays, and federal holidays. Friday visiting hours are 2:00 p.m. to 8:00 p.m. Saturdays, Sundays, and federal holidays visiting is scheduled from 8:00 a.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 1:45 p.m. on week nights or 7:45 a.m. on weekends or holidays.

Each inmate will be permitted five (5) visiting points per month. One point will be assessed for each visit.

Each inmate is limited to five (5) adults visitors; no, limit is set for the number of children. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.

Visitor processing will cease thirty (30) minutes prior to the count (9:30 a.m.) and again thirty (30) minutes prior to the close of visiting hours (2:30 p.m.).

All Visitors 16 years of age and older must present a photo identification, e.g., driver's license, passport, etc., upon their arrival. If a visitor has no photo identification he/she will not be admitted into the institution.

A Notification to Visitor Form (BP-224) will be completed by each visitor over the age of 16 and submit it to the Front Lobby Officer. Each visitor will sign the Inmate Visitor Log Book. All visitors will submit to a metal detector scan and a search of personal items being brought into the institution. Prior to entering the institution each visitor will have their hand stamped with ultra violet ink. This stamp will be checked by the Control Center Officer and a Visiting Room Officer upon entering and exiting the institution. All inmate Visitors will be escorted to and from the Visiting Room by institution staff.

Any visitor who enters the institution must advise the Front Lobby Officer of any communicable diseases carried by any particular individual, e.g., measles, chicken pox, body lice, etc. Failure to do so may result in termination of the visit.

Visitors entering the institution are required to be appropriately attired. All visitors must adhere to the following dress code. Casual attire is permissible, but clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be permitted in the institution. Admittance of the visitors is up to the discretion of the Front Lobby Officer, Visiting Room Officers, Lieutenants, and/or the Institution Duty Officer. The following is a list of clothing that is NOT permissible:

- 1. No clothing made from "see-through" material; including lace;
- 2. No Sleeveless shirts, blouses, or dresses;
- 3. No shirts, blouses, or dresses that reveal the stomach, back, or thigh. To include tank tops, halter tops, crop tops, etc.;

- 4. No skirts, dresses, or shorts more than three inches above the middle bend of the knee;
- 5. No tight fitting shorts or pants. To include stretch pants, Spandex, etc.;
- 6. No swim suits;
- 7. No hats. Exceptions will be made for traditional religious head wear, i.e., kufi, yarmalac, tam, etc.;
- 8. No camouflage clothing;
- 9. No khaki colored clothing;
- 10. No sweat suits;
- 11. No sunglasses.

A small clear plastic purse will be utilized to carry authorized items into the institution. Items not authorized to be carried into the institution can be secured in the provided lockers. The following items are authorized to be carried:

- 1. Currency. American dollars in denominations of five (5) and one (1) dollar bills and change. These can be used in the vending machines;
- 2. Diapers, formula, baby food (commercially sealed), and one (1) blanket, necessary for an infant, but, only in an amount which can be used during the length of the visit;
- 3. Life sustaining medications, i.e., Nitroglycerin tablets, inhalers, etc.

The following items will NOT be permitted to enter the institution:

- 1. Strollers or baby carriers;
- 2. Baby powder or creams;
- 3. Food or drinks;
- 4. Candy;
- 5. Tobacco products;
- 6. Matches or lighters;
- 7. Toys or games;
- 8. Photographs;
- 9. Personal or business papers;
- 10. Writing implements;
- 11. Medications. Except as noted above;
- 12. Animals. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g., seeing eye dogs for the blind, will be authorized;

A kiss, within the bounds of good taste, and a hug at the beginning and at the end of a visit, is authorized. Hand holding is the only other form of physical contact allowed during a visit. The inmate's hands must remain in plain view of Visiting Room staff at all times. The inmate will be limited to an embrace of his visitor(s) once, at the beginning of the visit, and once at the conclusion of the visit.

All visits are supervised visually. Any apparent violation of institution regulations by the visitor and/or inmate may result in the termination of the visit.

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The Duty Officer or Operations Lieutenant is authorized to terminate visits due to overcrowding (rated capacity of the visiting room is 259) or for improper conduct, including the violation of any rule or regulation by the inmate or his visitors. Prior to terminating visits for overcrowding a request for volunteers to leave should be made. The frequency of visits and distance traveled should be considered when terminating a visit due to overcrowding; otherwise, visits will be terminated on a basis of first to enter, first to leave.